

**Missouri Training and Employment Council
October 9, 2002
Tan-Tar-A Resort
Osage Beach, MO**

Patti Penny, Chair opened the meeting by welcoming the new members Representative Amber (Holly) Boykins, A. Marie Young and Ron Randen. She then took the opportunity to welcome the Local Workforce Investment Board (LWIB) Chairs and the Training and Employment Administrators of Missouri (TEAM). Patti mentioned that they had also been invited to join MTEC for lunch immediately following the meeting. It was her hope that the council members would take this time to introduce themselves to the LWIB's and TEAM and listen to their concerns and the challenges they face. Through effective communication we can develop the type of policy required to meet the needs that face the local regions. The opening continued with a round of introductions of members and guests.

Approval of July 23, 2002 Minutes

Several members stated that the minutes in their binders were confusing and they were not able to verify.

David Heath moved that some time be set aside between now and the next meeting to review and rectify the minutes and repose them. Jim Dickerson second and the motion was passed.

Committee Reports

Program Coordination

**Roger Baugher for
Alise Martiny-Byrd**

Research on Quality State and Local Boards

The last council meeting the program coordination committee was to research methods or any entities out there that were evaluating state and local boards on quality. During research we have discovered that while there are a lot of quality initiatives out there and a lot of boards that evaluate the programs they oversee, staff has not been able to find any quality measurements for the boards themselves.

The committee still feels it is important to look at and determine if we want to evaluate local boards on quality, set some sort of perimeters and perhaps reward those boards who meet the quality standards that are developed. The proposal at this point is that the committee determine if it is still a valuable tool for us. See if we can develop standards for board quality and if so put together a process to then initiate training on the standards and try to move the boards toward a more quality approach to what they do. We think it would be important to bring together those people who would have input into board initiatives, both state and local, and put together a team to talk through this issue with a national consultant/facilitator who is well know for these types of quality issues. The team could consist of MTEC members, LWIB Chairs and members, Local Elected Officials (LEOs), Local administrators, and perhaps a representative from the Governor's Office. Then the committee will come back to the council with a recommendation.

Patti made the recommendation in a form of a motion.

Based on the recommendation of the Program Coordination Committee, the MTEC Executive Committee recommends that a Team be formed to determine Quality Board Standards for Missouri, that a National recognized consultant be secured to facilitate the Team and recommendations from the Team be forwarded to MTEC for consideration.

Garland Barton second.

John Dial asked about the cost for a consultant?

Jim Dickerson mentioned that there are some federally funded quality initiatives within the Workforce Development System so we might want to look at those.

Virginia Mee suggested that it might be beneficial if some of the boards got together and came up with what they consider quality. They don't have to start from scratch. These boards know what it takes to be a quality board. Why not begin with a preliminary draft of what they believe to be a quality board before we bring in a national consultant.

Others agreed that the team could set the foundation prior to hiring a national consultant. There is a difference between facilitating and reviewing the team product.

John Gaal made the suggestion that at the December meeting the committee come back with a suggested list of the team and estimates on the cost of a consultant and have more structure and criteria.

Roger did clarify the committee had discussed that while we could establish a team and have them all come together, there is a need for someone to be there that has that quality background to facilitate the conversation in the right direction. It is a complex kind of discussion and there is a need for an expert to be there for guidance.

The motion was passed to come back to this action item at the December meeting.

Plan Modification

Roger Baugher

The plan modification was submitted to USDOL with all the policy decisions made back in April. The plan modification itself was approved with the exception of the expenditure issue. We know that would probably be an issue and we put together a waiver request to USDOL to wave the regulations that are standing in the way to use the expenditures on the basis of deobligation/reobligation. We have not gotten a response yet. They are still researching and working on it, but as of this morning we have not heard anything back.

Patti asked what Roger thought that meant for us?

At this point we feel like the council has developed and approved the policy and it went into effect as of September 30th expenditures. The September 30th expenditures are coming into the division. Once those are all in and we look at them, if we have not yet heard from the DOL we assume the council will want us to move ahead with that policy as approved by the council.

Evaluation and Awards

Patti commended the committee for spending a lot of time and commitment. I hope each of you take to opportunity to thank the committee. The bios of the Alumni of the year and Special Achievement recipients are in the binders. It is probably one of the most inspiring portions of the conference when you actually hear the stories of the people whose life has been changed and touch by the efforts of the workforce system. The Governor will be here to showcase the alumni at the 3:15 opening ceremony. Then at Friday's closing ceremony the special achievement awards will be presented.

Special Focus

Herb Johnson

The committee was charged to look into the matter of the MTEC Diversity Policy and how it relates to Minority business enterprises (MBE) and Women business enterprises (WBE). The question raised was, does the MTEC policy need to be amended to put emphasize on the importance of MBE/WBE programs or certification?

Through the work of the committee and staff it was determined that the MTEC diversity policy was generally concerned with the diversity among the LWIBs membership, program planning and providing programs to customers among diverse groups. It was also recognized that there are state and federal statutes and mandates that are aimed toward the specific goals of MBE/WBE procurement and bidding processes and these do extend to the LWIBs. During Executive Committee meeting discussion included whether it would seem redundant to add a requirement to the policy but the consensus was that they would like to see it amended to emphasize the importance.

Patti made to recommendation in the form of a motion.

The MTEC Executive Committee directed the Special Focus Committee to draft a proposed amendment to the MTEC diversity policy. This amendment is to emphasize the importance of MBE/WBE and the existing performance targets. The amendment is to be ready for MTEC's consideration at its December 2002 Council meeting.

Denise Cross second.

Further discussion included a recommendation to include Disadvantaged Business Enterprise (DBE). Also, the amendment would direct people to other resources and tools that are out there to raise awareness.

Is there a requirement for the boards to include this as part of their local policies or at least directs them to be considered?

Motion was passed to move the recommendation forward.

Strategic Planning

John Dial

The update is provided in the binder. Just a reminder that John Metcalf will be providing a summary of the WIB training to MTEC at the December meeting. Additionally he will provide suggestions for future strategic policy planning/direction.

Mr. Metcalf will also be providing a continuation of the training with two sessions tomorrow at the Governor's Conference.

One-Stop Executive Committee

Rick Beasley

The committee has been working on work readiness credentialing. A workshop will be provided at the conference to provide an update of the activities. This is a project that was originally started with the Department of Elementary and Secondary Education (DESE) and Department of Social Services (DSS) to look as ways to provide a kind of credential for and employer to show that it's recipients have the skills to perform and to be a productive employee.

Another piece the committee has been working on for almost a year is Work Keys. Work Keys is a statewide assessment tool to assess the kinds of skills training needed to get participants into the workforce. We are in the process of designing plans for roll out. At the last meeting we had some concerns that we were not utilizing the existing service centers that are being offered at community colleges or vocational institutions so we have asked to expand the plan to include those entities. Letters have been sent to the LWIBs to get their input for a roll out process.

Jim Dickerson mentioned that his board did receive a letter and look forward to this incentive however, it did not include a list of where the existing centers are. It would be good if the boards could get this information so they could better respond.

A workshop will also be provided at the pre-conference.

Rapid Response Services

**Rick Beasley &
Roger Baugher**

Staff made a recommendation to the Executive Committee to take a look at the rapid response contracts. The continuing improvement staff has evaluated the rapid response contracts for the LWIBs performance. It has become apparent that this maybe an activity that could be in conflict with MTEC policy regarding the provision of "services" by local boards.

Rick Beasley made the following motion.

Based on the recommendation of staff, the MTEC Executive Committee recommends that in order to conform with MTEC policy prohibiting Local Boards from providing services, Rapid Response Contracts be revised to allow Local Workforce Investment Boards (LWIBs) to provide those functions of information and coordination, but that service provision functions be provided only by WIA Title I subcontractor staff. This change will provide the flexibility necessary to maintain existing Rapid Response capabilities, while retaining the separation necessary to comply with the intent of MTEC policy.

Bill Treece second.

There was no discussion and the motion was passed unanimously.

Department of Labor and Industrial Relations (DOLIR) Presentation Cynthia Quetsch for Catherine Leapheart

DOLIR's mission is to provide safe and healthy workplaces and ensure economic security for all Missourians by promoting equal access to jobs, enforcing anti-discrimination laws and awarding payment of compensation to those who are unemployed, injured at work, or victims of crime.

Their strategic issues for 2002 are focused on diversity, economic security, safe and healthy workplaces, customer satisfaction and service delivery.

DOLIR is made up of 7 agencies and is headed by the Labor and Industrial Relations Commission, which is a three member board that are appointed by the Governor and confirmed by the senate. They review workers' compensation, unemployment insurance, prevailing wage and crime victims' compensation claims.

Division of Labor Standards has three major sections, Wage and Hour, On-site safety and Health consultation, and Mine and Cave Safety and Health. They have been focusing on increasing number of OSHA/MSHA hazards that are eliminated for small employers and since 1998 have witnessed 118% increase on hazards eliminated. This has avoided the department over \$14,000,000 in potential OSHA and MSHA fines.

State Board of Mediation is a five member panel that focus on administering the Public Sector Labor Law, which covers many public employees who seek union representation. The Board primarily determines an appropriate bargaining unit of employees based on whether or not they share interests. Also, it determines majority representative status by conducting a secret ballot election.

Workers' Compensation focuses on resolving worker's compensation cases, crime victims compensation program, fraud and noncompliance unit and workers' safety program. A graph was provided that showed the amount of workers' compensation benefits for fiscal year (FY) 2002 paid to different areas of the state. Also, provided was a graph depicting the decline in job related accidents, illnesses and fatalities since 1997. 2002 saw 155,333 compared to 2001 at 165,698 and 1997 where it was at 187,425. Over the past five years the department has seen nearly \$27.6 million paid to victims of crimes. The number of victims participating has increased although the number of violent crimes in Missouri has decreased.

Division of Employment Security partners with businesses to collect contributions and provide qualified employees with prompt payment of unemployment benefits. FY 2002 saw over 400,000 UI claims filed that's 50,000 more claims than in FY 2001. FY 2002 also saw an over a 50% cost savings due to Telephone UI appeals hearings.

Governor's Council on Disability is an advocacy group that works with the benefits for the disabled.

Missouri Commission on Human Rights is charged with enforcing the Missouri Human Rights Act. It develops, recommends and implements ways to prevent and eliminate discrimination in the workplace, public accommodations and housing. Discrimination can be based on race, color, religion, national origin, ancestry, sex, physical/mental disability, age and familial status.

UI Data/Wage Record Interchange System (WRIS)

Rick Beasley

This is a tool developed by the National Association of Workforce Agencies along with Lockheed Martin and ETA representatives to share UI Data with other states. It is valuable as a response to program performance and reporting requirements established under the Workforce Investment Act and the Wagner-Peyser Act and can be extended to other DOL programs, DESE and TANF.

Why is there a need for WRIS? How is the information going to be used in Missouri? How will it get us to the point we can't get now?

The WRIS will help with Missouri's performance. Currently we do not have the capability to access UI information for our neighboring states. There are a number of our Missouri residents that work in another state and without being able to track or calculate that it effects or performance. It affords us the opportunity to measure our successes.

National Governor's Association (NGA) Application

David Mitchem

Patti introduced the next agenda item by emphasizing the importance of the opportunity to participate in the NGA policy academy, *Creating the Next Generation of Workforce Development Policy*. NGA is on the cutting edge Nationally on workforce issues, as well as a tremendous resource. She turned it over to David Mitchem to go into further details of the application.

David referred to the copy of the application sent to the NGA for consideration to become a participant in the policy academy. Members of the One-Stop executive team and other key organization were consulted and a part of putting the application together. Since submission David learned that there were 11 applications of which six will be selected to participate. A copy of a letter from the Governor's Office that was also submitted with the application was handed out to the members and guests. We should know who was selected by at least the second week of November.

Several of the members voiced their opinion on the chance to participate in the academy. They believe the application was right on target with describing a workforce system and it did an excellent job on the essence of how to get there.

Future Direction of MTEC

David Mitchem

Over the past couple of years MTEC has been focused on implementation of the WIA. Recently at the encouragement of John Wittstruck, Ron Vessell and others there has been a desire to move to a broader focus. To broaden our vision beyond one division, beyond one act that address workforce development issues and to look at other factors that impact on workforce. Today I would like to present to you a visual concept/model of what the system might look like. Then I would like to talk about how MTEC relates to the whole.

David presented a graphic showing three circles/sectors inter-linked together. One circle/sector represented the supply side or Workforce, one was the demand side or business/employers, and another capacity building or Education and skills Training. He proceeded to describe how each sector interacts with the other and how the communications and service delivery gaps between sectors need to be strengthened. If the direction MTEC chooses to take is devoted to policy making. Proposed workforce investment system policies, plans and standards should bridge the gaps and strengthen the interdependence between system sectors.

David continued with a visual showing five circles/sectors also inter-linked representing the state departments relationships. The system will produce better outcomes for Missouri job seekers and businesses if the state departments integrate their workforce functions. This is where MTEC could be very helpful by looking at the intersections of the sectors in the workforce investment system and working at the policy level to facilitate with proposed policies, plans and standards that bridge the gaps and strengthen integration by enhancing trust, communication and ease of system operations among the departments.

Discussion from the members was very positive of the board moving to policy.

David presented the motion as follows

***The MTEC Executive committee recommends that MTEC proceed in the new policy direction and that the MTEC executive committee takes the lead in the process. Tony Myers second.
Motion passed.***

Targeted and Labor Based Industry Clusters

Marty Romitti

David Mitchem opened this presentation by introducing a flow chart depicting an informational flow of several studies combined into a usable format and provide it as a service for WIB's, Regional Technical Education Councils (RTECs), Targeted Industry Councils, etc. Simply put a supply and demand gap analysis. This information could include but not be limited to such things as; Occupational Study Skills Availability, Self-Sufficiency Study, State-wide Targeted Industries, Target Missouri II Industry and Census data. This information could help the regions customize their service delivery system.

A discussion on how to get this information out to and in front of those who can help us make more happen such as the legislature? There needs to be a better understanding of what is needed as far as our future jobs, education and training. Suggestions such as holding regional seminars/caucus or personally inviting/encouraging the legislators of regions we are meeting in to participate in our MTEC meeting to expose them to all this wonderful information. We need to engage them in the process especially with all the new members coming on board.

Jim Dickerson offered to have the Marketing and Communication committee look into and come up with some recommendations to assist with this issue.

David then turned the presentation over to Marty Romitti.

Marty began by mentioning a conversation he and David Mitchem had a couple of months ago where David had talked about moving MTEC more toward policy making. His response back as a researcher was, "Policy making is a difficult business but is not necessarily a blind shot in the dark." He was talking about some of the research MERIC was doing to better understand the regional economy within the state, better understand economic growth, better understand workforce and the importance of the workforce and our education system and how it all ties together. With this he presented two of MERIC research systems. *Target Missouri II* looks at what types of industry that fit well in the different regions of the state. *Labor Clusters* that looks at regions within the state and the occupational mix and the skills needed for certain industries.

As you move forward into this policy making planning board, MERIC would be happy to assist in any way they can so MTEC can make valuable decision making.

Marty introduced Franciena King who has been doing some research on job placement time and what kinds of potential economic impact that has. Franciena's presentation provided information and statistics on the advantage of a community based one-stop career center verses private placement agencies. She also provided examples of increased earnings from reduction in the job placement cycle and reduction in UI Benefit from reduction in the job placement cycle. The presentation also included examples of increase tax revenue from reduction in job placement cycle.

In conclusion Franciena had some recommendations from her study, 1) preliminary findings suggest further research is warranted, 2) reductions in job placement cycle time yields measurable and potentially significant benefits to job seekers, employers, state and society, 3) Potential for demonstrating the impact of public employment service on reducing the spell of unemployment and job placement time and 4) Potential for demonstrating the effectiveness of public employment service.

Franciena turned the floor back over the Marty Romitti who provided a look into Target Missouri II (TM2) and Labor Clusters. This is MERIC attempt to look at different industries that have new economic development potential for regions in the state. MERIC breaks down Missouri into 13 economic regions based on commuting patterns and regional trade centers. TM2 is a combination of six statistical tests to try and determine which industry and have the best impact. The six tests include economic impact, skill mismatch index, specialization ratio, industrial mix, current employment and regional shift. These are weighted and scored. Marty explained how they were weighted and scored and provided an example of the Lake of the Ozark and Rolla region.

Closing

Patti reminded the members of the change to the December meeting from the 10th to the 3rd and will still be held at the Chateau on the Lake in Branson, MO. The reason for the change was the National Governor's Association has scheduled the first policy academy meeting during the week of the 10th.

Meeting was adjourned.